

### Directions for Ordering, Receiving and Distributing Formula

1. Make sure prescriptions are approved and scanned into the participants chart.
2. Send email to **BOTH** state Nutritionists (Chris Fogelman and Lacy Little) with the following information:
  - a. Participant number
  - b. Type of formula
  - c. How much formula to order
    - i. Please refer to the state plan policy 8.8 for reconstituted amounts for commonly used formula
3. Once Formula is ordered, it can take 7-10 business days for delivery.
  - a. There is an option for rush/overnight delivery. This option needs to be discussed and approved by the state.
4. Once formula is received, email **BOTH** state Nutritionists (Chris Fogelman and Lacy Little) with the following information:
  - a. Type of formula
  - b. How much was received
5. When distributing formula, make sure the participant is signing for the formula and the signed document is being scanned into the participant's chart. Below are the options for signing:
  - a. The local agency staff can use the *State Ordered Medical Formula Receipt* or
  - b. The local agency staff can write on the check the type of formula, how much is being distributed and have the participant sign the check.